



Summary Information

Permit No: F00026176

Type of Permit: FILMING

Release Date: 03/24/2010

Production Company UNIVERSAL NETWORK TELEVISION
 LLC

Insured Company UNIVERSAL NETWORK TELEVISION
Name LLC

Contact Phone No. 1 818-777-1000

Contact Phone No. 2

Fax 310-969-1100

 Address 100 UNIVERSAL CITY PLAZA, BLDG
 1320/PH 1
 UNIVERSAL CITY, California 91608

Production Title THE OFFICE

Type of Production TV Drama

Producer randy cordray

Director na na

1st AD na na

Production Manager na na

FilmL.A. Coordinator Asia Robinson

Location Manager kyle alexander

Primary Phone Office - 818-766-6666

Secondary Phone Mobile - 310-909-9064

Location Assistant na na

Primary Phone Office - 000-000-0000

Secondary Phone

Fees

FILMLA FILM APPLICATION FEE \$625.00

Total Permit Fee \$1,654.00

 LA CITY DEPT OF REC AND PARKS - FILM USE \$450.00
 FEE

Number of Locations 2

 LA CITY DEPT OF REC AND PARKS PARK \$494.00
 MONITOR FEE

 LA CITY FIRE DEPARTMENT SPOT CHECK \$85.00
 SURCHARGE



FilmL.A., Inc.
 1201 W. 5th Street, Suite T-800
 Los Angeles, CA 90017
 t: (213)977-8600 - f: (213)977-8601
 www.filmla.com

Summary Information**Location****Location 1 of 2****Page 1 of 1**

Permit Number	F00026176	Location Manager	kyle alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Office - 818-766-6666
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Mobile - 310-909-9064
Production Title	THE OFFICE		

Location Address 6335 Woodley Ave, Los Angeles, CA, 91406

Location Names WOODLEY PARK

Location Type Park

Location Description

Film Dates 3/25/2010 - 3/25/2010 07:00 - 19:00

Open or Closed to the Public Open

Generic Conditions All vehicles must be parked on private property
 Must comply with attached Rec & Park Conditions
 Must Maintain 5' Clearance on Sidewalks/Walkways
 No Cast and Crew parking on areas streets.
 Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
 Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached document Microsoft Word - STANDARD GUIDELINES 11 3 09.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	5 or 10 ton trucks	1		Cast	6
	Camera cars	1		Crew	25
	Cast/Crew vehicles	25		Off-Duty/Retired LAPD Officer(s)	4
	Cube Trucks	3		Rec & Park Monitor required	1
	Generator	1			
	Motor Homes	1			
	Picture vehicles	3			
	Process Trailer	1			
	Stakebed Trucks	2			
	Vans	3			

Filming Activities Car-to-Car; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard; Process Trailer; Running & tow shots.; FILMING ON APOLLO RD; INSERT CAR. ; reservation # 29340;

Jurisdiction **Political:** Los Angeles City - Council District 06 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Parking **Base Camp**
 Location Type : Location
 Street :

Crew Parking
 Location Type : Location
 Street :



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Summary Information

Location

Location 2 of 2

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Permit Number	F00026176	Location Manager	kyle alexander
Production Company	UNIVERSAL NETWORK TELEVISION L...	Primary Phone	Office - 818-766-6666
Insured Company	UNIVERSAL NETWORK TELEVISION L...	Secondary Phone	Mobile - 310-909-9064
Production Title	THE OFFICE		

Location Address VENTURA BL, ROSCOE BL, LANKERSHIM BL, BALBOA BL (INCLUSIVE, EXCLUDING FREEWAYS) , LOS ANGELES, CA, 91423

Location Names

Location Type Driving grid

Location Description

Film Dates 3/25/2010 - 3/25/2010 07:00 - 19:00

Open or Closed to the Public Closed

Generic Conditions All vehicles must be parked on private property
 Must Maintain 5' Clearance on Sidewalks/Walkways
 No Cast and Crew parking on areas streets.
 No interference with merchant activity
 No stopping and setting up in residential areas before 7am or after 10pm without prior approval
 No stopping or setting up in front of merchants or residents without prior approval
 Number of uniformed officers listed on the permit is a minimum requirement. Permittee remains responsible for deploying a sufficient number of uniformed officers to provide traffic and crowd control to ensure the safety of the film crew and the public.
 Uniformed officers shall have a copy of the film permit in their possession and are required to confirm that all traffic control signage devices are in place.

Please see attached document AGENT LETTER.pdf

Equipment on Location	Type	Quantity	Personnel on Location	Type	Quantity
	5 or 10 ton trucks	1		Cast	6
	Camera cars	1		Crew	25
	Cast/Crew vehicles	25		Off-Duty/Retired LAPD Officer(s)	4
	Cube Trucks	3			
	Generator	1			
	Motor Homes	1			
	Picture vehicles	3			
	Process Trailer	1			
	Stakebed Trucks	2			
	Vans	3			

Filming Activities Camera in car; Car-to-Car; Driving shots; Intermittent pedestrian control; Intermittent traffic control - 2 minutes standard; Process Trailer; Running & tow shots.; INSERT CAR. ; reservation # 29340;

Jurisdiction **Political:** Los Angeles City - Council District 02 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Location Notes

Parking Base Camp
 Location Type : LA City Park
 Street : WOODLEY PARK

Crew Parking
 Location Type : LA City Park
 Street : WOODLEY PARK



Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- Film permits do not provide exclusive use of a park or recreation area.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permittee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permittee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.

F- 26176

**UNIVERSAL NETWORK TELEVISION LLC- THE OFFICE
(WOODLEY PARK- APOLLO ROAD)**

- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permittee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.
- **CREW OF 75.**
- **OKAY TO FILM FROM 7AM-7PM.**
- **OKAY TO FILM DRIVING SHOTS ON WOODLEY AVE AND WOULD LIKE TO TURN INTO WOODLEY PARK AND CONTINUE THEIR DRIVING SHOTS ON APOLLO ROAD TURNING AROUND AT APOLLO PARKING LOT.**

F- 26176

**UNIVERSAL NETWORK TELEVISION LLC- THE OFFICE
(WOODLEY PARK- APOLLO ROAD)**

Appointment of Film Permits Unlimited, Inc. As Authorized Agent and representative

I certify that I am a representative of NBC Network Television LLC ("Principal") and am authorized to enter into binding contractual agreements on its behalf. I further certify that I am authorized by Principal to appoint other representatives and agents for Principal and to give such representatives and agents authority to enter into and bind Principal to agreements relating to the issuance of and compliance with location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits, including the permits themselves and any riders to such permits. Acting on behalf of Principal in my capacity as its authorized representative, I appoint Film Permits Unlimited, Inc. and its employees and agents ("FPU") as Principal's authorized representatives and agents to apply for location film (e.g. theatrical, television, commercial and other motion picture filming) and still photographic permits on behalf of Principal through Film LA, Inc., any city and county, or through any other jurisdiction: to negotiate, discuss, accept, modify, agree to and bind Principal to the terms and conditions of such permits (including all restrictions and/or community guidelines applicable to any such permit); and to execute such permits on behalf of Principal. Principal understands, acknowledges and agrees that it (and/or its insurer) remains responsible and liable for all obligations imposed by or incidental to any permit or rider issued to Principal signed by an employee or agent of (including any coordinator, runner or messenger used by) FPU. Principal further agrees to comply with the terms and conditions of any such permits and hereby appoints FPU as an authorized representative to facilitate compliance with such terms and conditions following issuance of any such permits and to enter into agreements for Principal with respect thereto. Any person, agency, entity, or organization (including Film LA, Inc. and any city county or other jurisdiction) may rely upon this appointment and need not obtain further authorization for any act described herein. An original or faxed copy of this appointment shall be sufficient, and may be treated as an original for all purposes. The appointment may be revoked by Principal at any time in writing, but in any case, shall expire one (1) year from the date of execution set forth below.

I declare under penalty of perjury under the laws of the State of California that I am authorized to appoint FPU as agent for Principal, and based upon that authority I hereby appoint FPU as Principal's agent as set forth herein.

Dated: Aug. 2, 2008

NBC Network Television, LLC
Name of Principal

By: Kyle Alexander
Representative's Signature

Film Permits Unlimited, Inc.
Phone (818) 347-9929
Fax (818) 347-9784

Kyle Alexander
Print Representative's Name

Location Manager
Representative's title

13927 Satcoy St

Van Nuys, CA 91402
Principal's Address

818 786-6666
Principal's Telephone

Please sign and fax back
Principal = Name of Company